

BOARD MEETING MINUTES

MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES

August 15, 2013

The Mississippi Department of Information Technology Services Board met in the Executive Conference Room of the ITS Office Building, 3771 Eastwood Drive, Jackson, Mississippi 39211, on Thursday, August 15, 2013, at 10:00 a.m.

Members Present:

Rodney Pearson, Chairman
Lynn C Patrick, Vice-Chairman
D. Shane Loper
J. Keith Van Camp
Thomas A. Wicker

Legislative Advisors Present:

Representative Gary V. Staples

Legislative Advisors Not Present:

Senator Sampson Jackson, II

Staff Members Present:

Craig Orgeron, ITS Executive Director
Michele Blocker, ITS Chief Administrative Officer

Rodney Pearson called the meeting to order and directed the Board's attention to the topic of the meeting, an organization review of ITS.

There being no further business, the meeting was adjourned by Rodney Pearson.

The Mississippi Department of Information Technology Services Board met in the Board Room of the ITS Office Building, 3771 Eastwood Drive, Jackson, Mississippi 39211, on Thursday, August 15, 2013, at 11:00 a.m.

Members Present:

Rodney Pearson, Chairman
Lynn C Patrick, Vice-Chairman
D. Shane Loper
J. Keith Van Camp
Thomas A. Wicker

Legislative Advisors Present:

Representative Gary V. Staples
Senator Sampson Jackson, II

Staff Members Present:

Craig Orgeron, ITS Executive Director
Michele Blocker, ITS Chief Administrative Officer
Lynn Ainsworth, Information Systems Services (ISS) Division Director

Donna Rogers, Special Assistant Attorney General
Drew Schimmel, Special Assistant Attorney General
Laura Pentecost, Data Services Division Director
Roger Graves, Telecomm Services Division Director
David Johnson, Internal Services Division Director
Tina Wilkins, ISS Procurement Process Specialist
Renee Murray, ISS Technology Consultant
Tangela Harrion, ISS Technology Consultant
Anthony Hardaway, ISS Technology Consultant
Paula Conn, ISS Technology Consultant
Debra Spell, ISS Technology Consultant
Donna Hamilton, ISS Technology Consultant
Gary LeBlanc, ISS Technology Consultant
Chris Grimmer, ISS Technology Consultant
Teresa Washington, ISS Technology Consultant
Sandra Randall, ISS Technology Consultant
Jerri Clair, ISS Technology Consultant
Jill Chastant, ISS Technology Consultant
Leslie Swilley, Internal Services Division
Debra Brown, Strategic Services Division
Caren Brister, Strategic Services Division
AliceClaire Thompson, Strategic Services Division
Kevin Gray, Strategic Services Division
Jerry Guillory, Data Services Division

Others Present:

Randy Reeves, Mississippi State Veterans Affairs Board
John Scott, Mississippi State Veterans Affairs Board
Alicia Ainsworth, Mississippi State Veterans Affairs Board
Eric Jordan, Mississippi State Veterans Affairs Board
Vicki Helfrich, Mississippi Wireless Communication Commission
Jim Hurst, Mississippi Department of Finance and Administration
Clay Johnston, Mississippi Department of Public Safety
David Ezell, Mississippi Department of Public Safety
Bill McCarthy, Mississippi Department of Employment Security
Dan Marshall, Mississippi Department of Employment Security
Chad Curtis, Presidio
Mike Kling, Cisco
Nathan Slater, VCE
Jordan Nohra, BCI
Janice Fitzgerald, CSpire
Karen Newman, The Clay Firm
Jim Broyhill, Ellucian
Tim Nelson, Ellucian

Rodney Pearson called the meeting to order and asked guests to introduce themselves.

Agenda Item No. 1: Rodney Pearson directed the Board's attention to the first agenda item, approval of the minutes from the ITS Board Meeting on July 18, 2013.

On motion by Tom Wicker and second by Lynn Patrick that the minutes of the July 18, 2013 meeting be approved as written:

Motion carried; unanimously.

Agenda Item No. 1.5: Sandra Randall and Randy Reeves, Executive Director, presented an overview and request to issue RFP No. 3709-39848 for the acquisition of an Electronic Medical Records and Facilities Management System for the **MISSISSIPPI STATE VETERANS AFFAIRS BOARD (VAB)**. The staffs of ITS and VAB jointly request approval for ITS to advertise and publish RFP No. 3709-39848 for the acquisition of an Electronic Medical Records and Facilities Management System for the Mississippi State Veterans Affairs Board.

On motion by Tom Wicker and second by Lynn Patrick that the staff recommendation be approved:

Motion carried; unanimously.

Agenda Item No. 2: Tangela Harrion and Vicki Helfrich, Executive Officer, presented an overview and request to issue Letter of Configuration (LOC) No. 40579, based on General RFP No. 3708, for the acquisition of technical project advisory services for the Mississippi Wireless Information Network for the **WIRELESS COMMUNICATION COMMISSION (WCC)**. The staffs of ITS and the WCC request approval to publish LOC No. 40579-3708 for the acquisition of technical project advisory services for the Wireless Information Network for the WCC.

On motion by Shane Loper and second by Keith Van Camp that the staff recommendation be approved:

Motion carried; unanimously.

Agenda Item No. 3: Paula Conn and Vicki Helfrich, Executive Officer, presented the recommendation for Project No. 40540 for the continuation of the lease agreements for 37 tower sites with SpectraSite Communications LLC d/b/a American Tower for the **WIRELESS COMMUNICATION COMMISSION (WCC)**. The staffs of ITS and the WCC jointly recommend

approval of the continuation of the lease agreements for 37 tower sites with SpectraSite Communications LLC d/b/a American Tower in an amount not to exceed \$12,236,400.00. With this continuation, the revised total not-to-exceed lifecycle cost of this project is \$24,286,143.87.

On motion by Tom Wicker and second by Shane Loper that the staff recommendation be approved:

Motion carried; unanimously.

Agenda Item No. 4: Donna Hamilton and Jim Hurst, Director, Bureau of Financial Documents, presented the recommendation for RFP No. 3564-40725 for an increase in spending authority for the Agreement with Mississippi Interactive, Inc. for eGovernment applications and services for the **MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION (DFA)**. The staffs of ITS and DFA jointly recommend approval of the increase in spending authority for the Agreement with Mississippi Interactive LLC through December 2015, in an amount not to exceed \$1,156,656.88 for eGovernment applications and services. With this increase, the revised total not-to-exceed lifecycle cost of this project is \$2,210,611.14.

On motion by Shane Loper and second by Keith Van Camp that the staff recommendation be approved:

Motion carried; unanimously.

Agenda Item No. 5: Paula Conn and Clay Johnston, MIS Director, presented the recommendation for RFP No. 3596-40691 for the continuation of the Agreement with Clerus Solutions LLC for the Long-Term Program Management Services for development and implementation of various driver license and identification systems for the **MISSISSIPPI DEPARTMENT OF PUBLIC SAFETY (MDPS)**. The staffs of ITS and MDPS jointly recommend approval of the continuation of this Agreement with Clerus Solutions LLC through February 28, 2017, in an amount not to exceed \$539,098.00 for the Long-Term Program Management

Services for development and implementation of various driver license and identification systems. With this continuation, the revised not-to-exceed lifecycle cost for this project is \$6,898,229.79.

On motion by Lynn Patrick and second by Tom Wicker that the staff recommendation be approved:

Motion carried; unanimously.

Agenda Item No. 5.5: Craig Orgeron highlighted and requested approval to publish the Mississippi Strategic Master Plan for Information Technology 2014 – 2016.

On motion by Tom Wicker and second by Keith Van Camp that the staff recommendation be approved:

Motion carried; unanimously.

The Board acknowledged Agenda Item No. 6 regarding the summary of equipment, software and services, exemptions and sole source procurements approved by the ITS Executive Director.

The Board discussed Agenda Item No. 7 regarding verification of quorum for next ITS Board Meeting scheduled for Thursday, September 19, 2013.

On motion by Lynn Patrick and second by Tom Wicker that the following per diem and expenses be approved:

Keith Van Camp - per diem and expenses for 1 day;

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Shane Loper - per diem and expenses for 1 day;

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Lynn Patrick - per diem and expenses for 1 day;

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Rodney Pearson - per diem and expenses for 1 day;

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Tom Wicker - per diem and expenses for 1 day;

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Motion carried; unanimously.

There being no further business, the meeting was adjourned by Rodney Pearson.



Rodney Pearson, Chairman

Lynn Patrick, Vice-Chairman